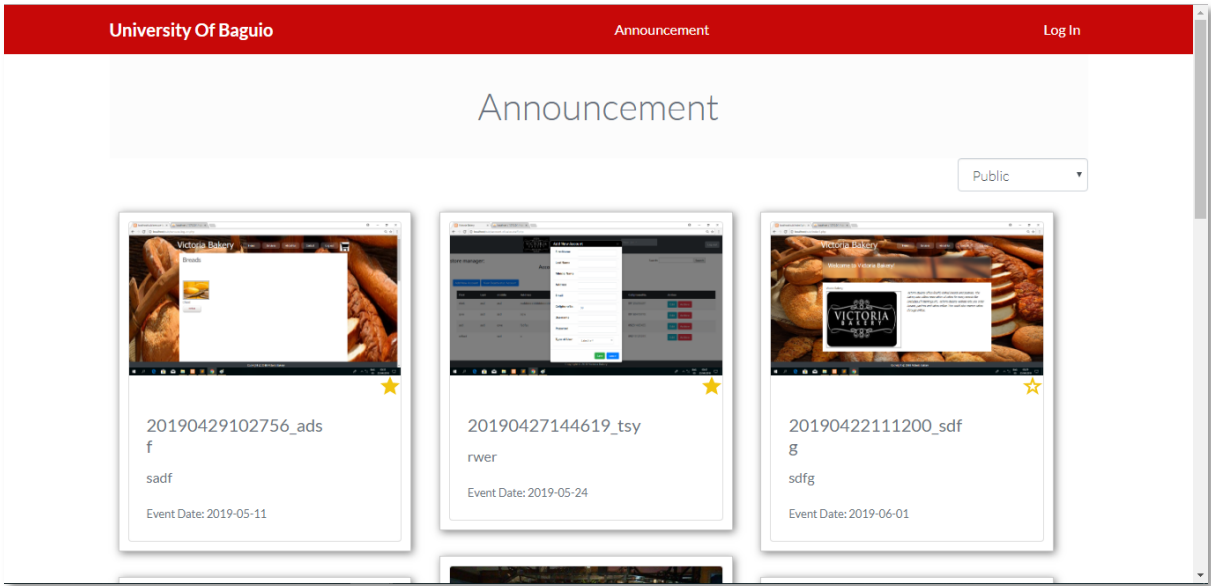
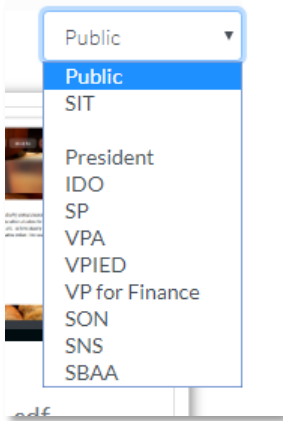


User Manual for UBDOC

1. User Page



- User can View list of Announcement which is Public.

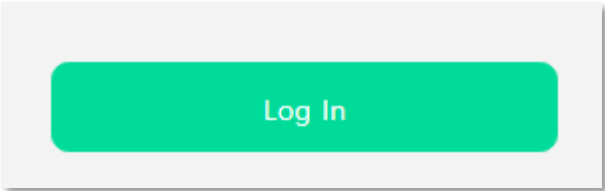
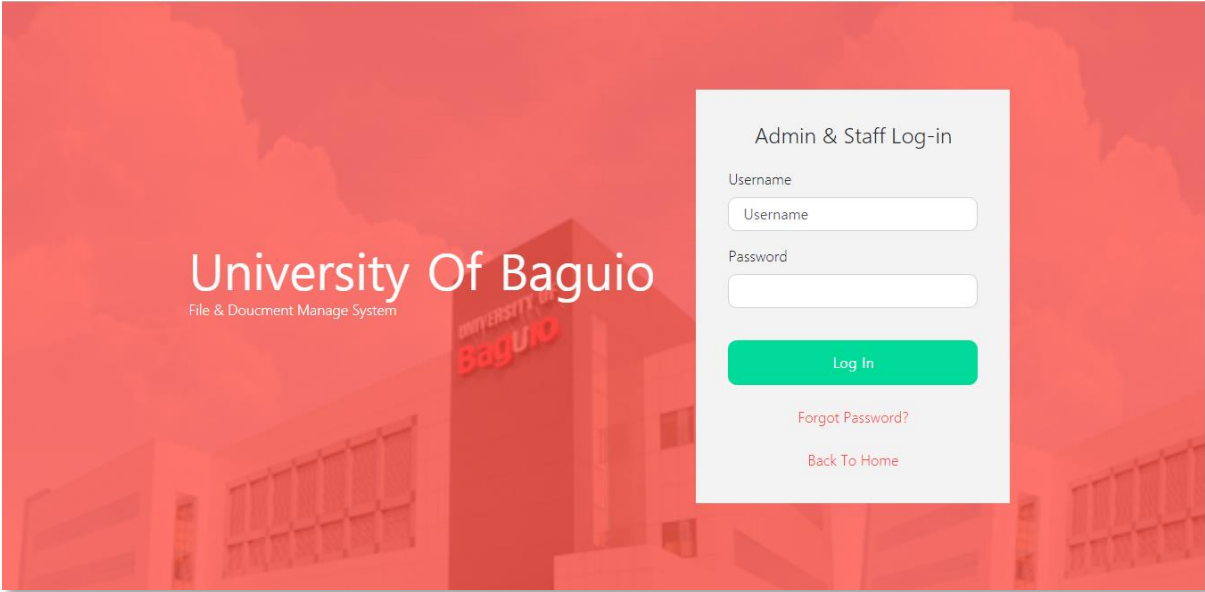


- User will click drop down and Select Department to Filter Announcement.

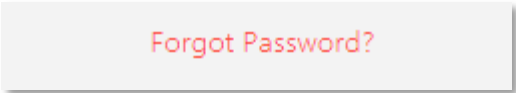


- User will click Log in Button to Redirect to Log-In Page.

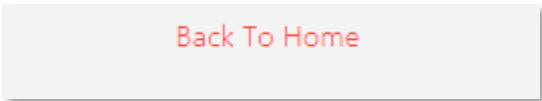
2. Log-In



- User will click log in button after fill up the form with user account.

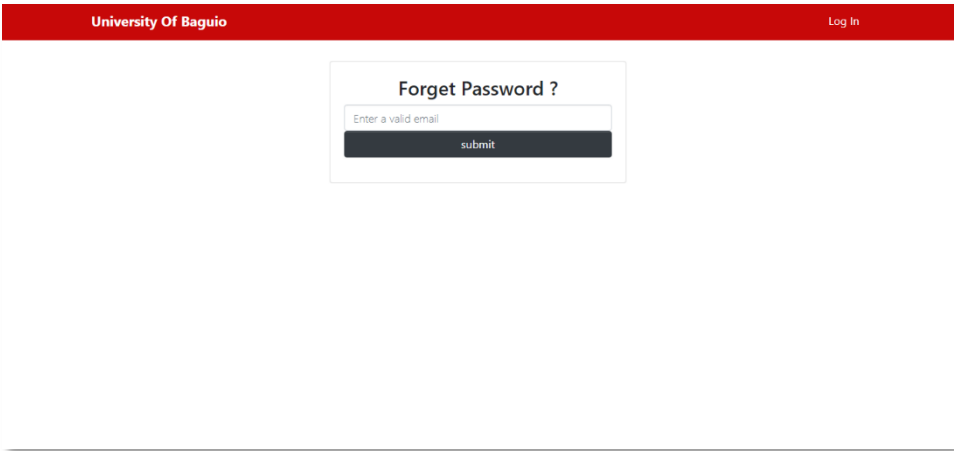


- User will click forgot password when user forgot the password and it will redirect to forgot password page.



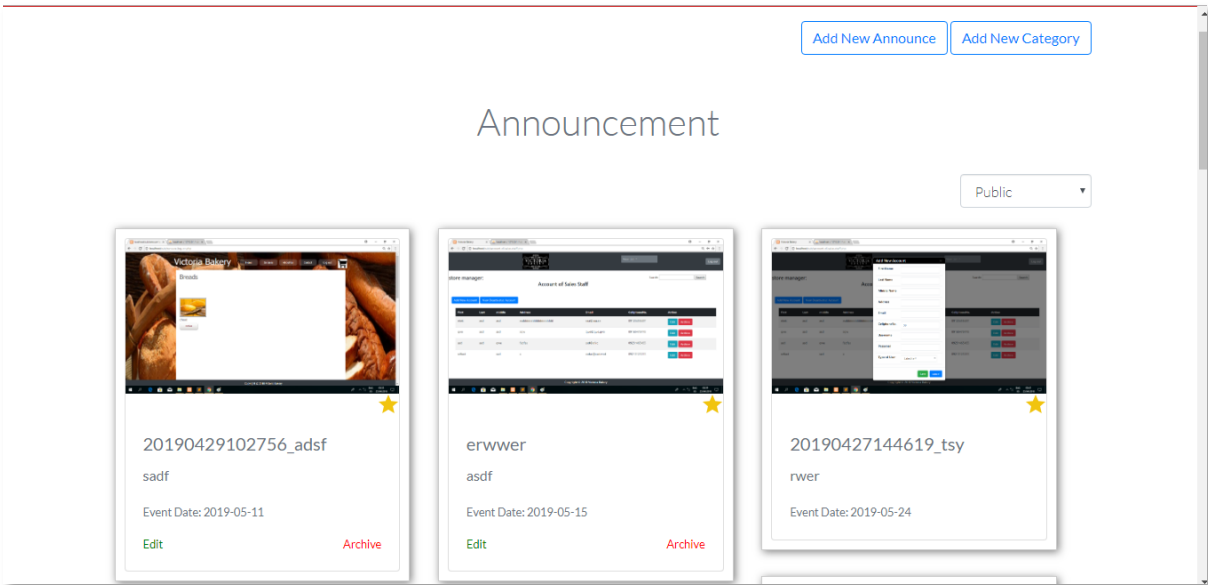
- User will click back to home when user want go back to Home page.

3. Forgot Password

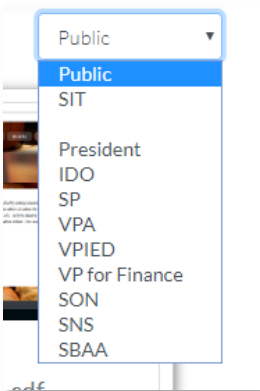


- User will fill up the text box with their registered email and homepage will send reset password email to user's email.

4. Staff Announcement



- User will scroll down to load more announcement.



- User will click drop down and Select Department to Filter Announcement.

Announcement Documents Collection

Add New Announcement

Access

Public

Boarder Name :

IDO

Category :

ww

Announcement :

Place/Purpose :

Image / PDF File :

파일 선택

선택된 파일 없음

Announcement Date

2019-05-09

Save

cancel

- User will click Edit button and they could Edit announcement
 - They will choose access as public/ private
 - And choose Boarder for their Department
 - Select Category
 - Set Announcement name
 - Set Place/Purpose
 - Choose File by clicking 'Choose File' button Only these kind of file type is accessible (pdf, jpg, png, jpeg, gif)
 - Choose date of announce allowed only 7 days from today.

Edit Announcement

Access

Public

Boarder Name :

IDO

Category :

ww

Announcement :

20190429102756_adsf

Place/Purpose :

sadf

Image / PDF File :

파일 선택

선택된 파일 없음

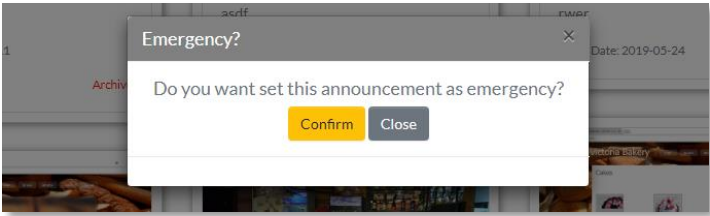
Announcement Date

2019-05-11

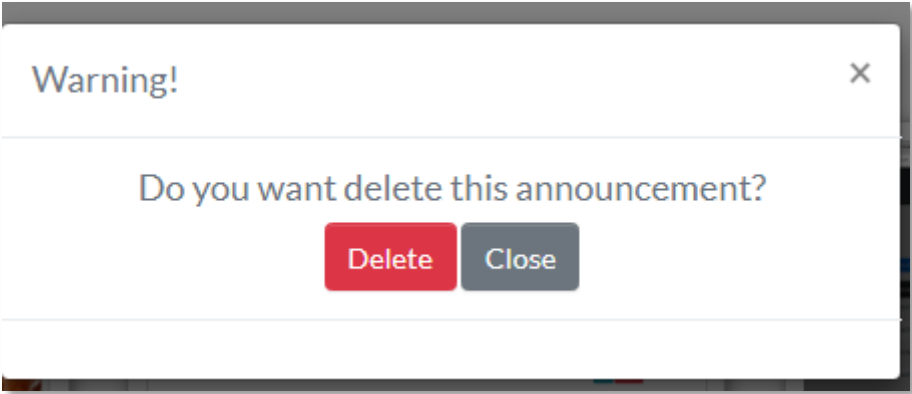
Save

cancel

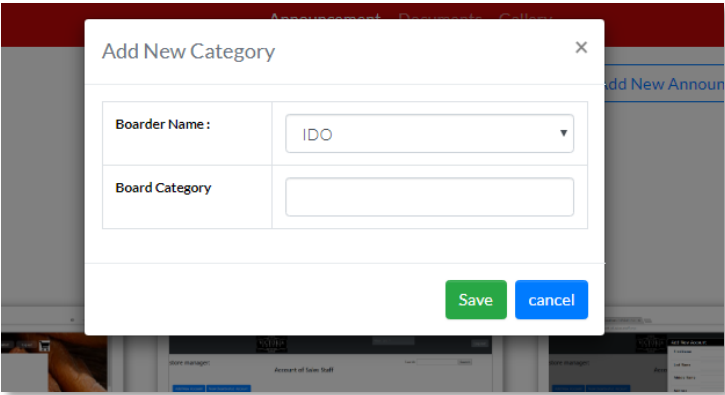
- User will click edit announcement
 - They will choose access as public/ private
 - And choose Boarder for their Department
 - Select Category
 - Set Announcement name
 - Set Place/Purpose
 - Choose File by clicking 'Choose File' button Only these kind of file type is accessible (pdf, jpg, png, jpeg, gif)
 - Choose date of announce allowed only 7 days from today.
 - Save to update Announcement.
 - Cancel to Close the screen.



- User will click Star icon
 - To set Announcement as emergency/Important so announce will be fixed on the top of page.
 - Confirm to set as important
 - Close to cancel.

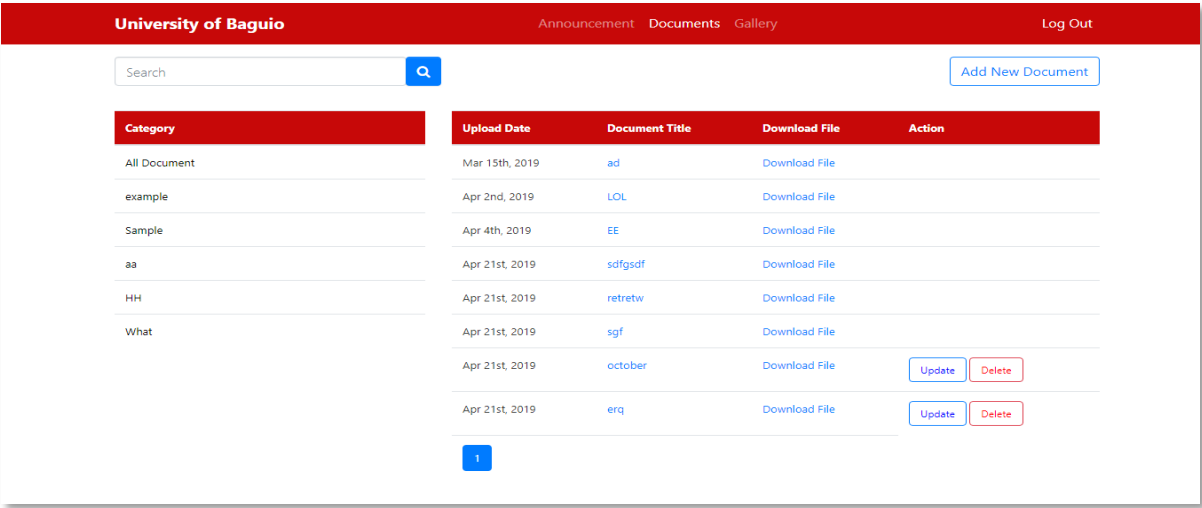


- User will click archive button
 1. To delete the post from the list
 2. Click delete to confirm
 3. Close to cancel.



- User will click Add New Category
 1. To add new Category by click Board of department
 2. Put Name of Category
 3. Save to Add New Category
 4. Cancel to Close

5. Staff Document



Add New Document

Document Type

example

Department

Public

Name

Document File

파일 선택

선택된 파일 없음

Remarks

Keywords

Document Date

January

1

2019

Document location

University of baguio, baguio city, general luna

Save

cancel

- User will click Add New Document
 - To Add New Document
 - Choose Document type by Category
 - Choose department to Share/Access and set name
 - Upload File by clicking "Choose File" these kind of files only accessible
(doc,docx,odt,pdf,rtf,tex,txt,wks,wps,wpd,key,odp,pps,ppt,pptx,xlsx,cs v)
 - Set Remarks/Keywords are Not required User could leave as blank
 - Select Document Date When it created and Put location for Document

Search

Q

- User will Search through this bar
 - Put the name of file to search
 - Click Search Icon
 - Result will appear

Category

All Document

example

Sample

aa

HH

What

- User will click category
 - Click the category
 - Document will be filtered by Category

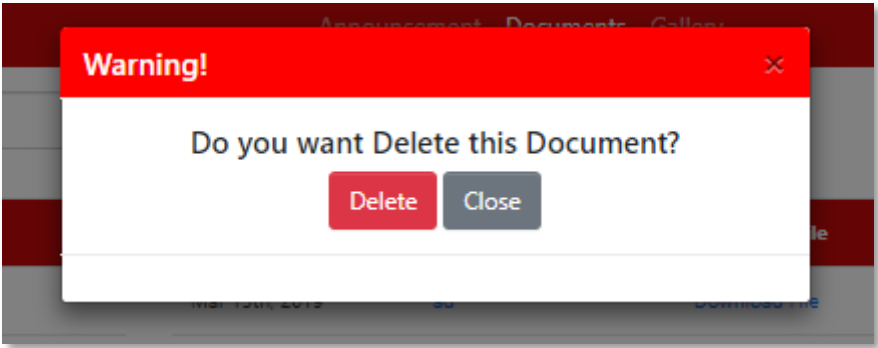
Document information

Document Type	example
Department	<div>Private</div> <div>Showing all 67</div> <div>Filter</div> <div>>></div> <div>President</div> <div>Secretary to the President</div> <div>VP for Administration</div> <div>VP for IEA</div> <div>VP for Finance</div> <div>Empty list</div> <div>Filter</div> <div><<</div>
Name	october
Document File	<div>파일 선택</div> <div>선택된 파일 없음</div>
Remarks	sdfg
Keywords	sdfg
Document Date	<div>October</div> <div>1</div> <div>2019</div>
Document location	example

Save Changes

Close

- User will click Update button
 - User click update button to update
 - Change the information of document
 - Save changes to confirm and update document details
 - Close to cancel.



- User will click delete
 - User click delete button to delete document
 - Delete button to delete
 - Close to cancel.

Upload Date	Document Title	Download File
Mar 15th, 2019	ad	Download File

- Click Document tile to View details of Document
- Click Download File to Download Document File.

ad

Uploaded By : WELL Done,Medium

Document Title : ad

Location : Baguio city

Document Date : Jan 1st, 2019

Date Uploaded : Mar 15th, 2019

Remark : hmm

Keyword : dfg

Last Updated By : ,

View History of Document

Close

1. After user click document tile it will show details of Document
2. View History of Document to History of File
3. Close to close the details of document.

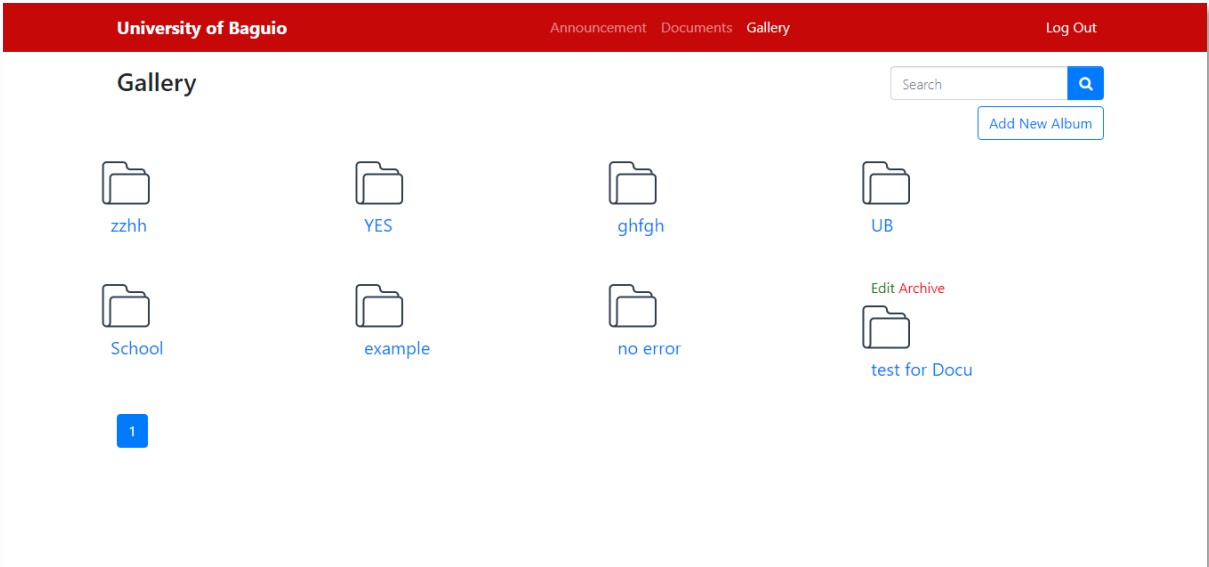
View History

Date	Name	Download
May 2nd, 2019	20190421201609_october.odp	Download File

Back to Document

4. Once click View History User can check History of Document and click download File to Download Past File/Document.
5. Click Back to Document to Return Document details

6. Staff Gallery



Add New Album

Event Name

Location

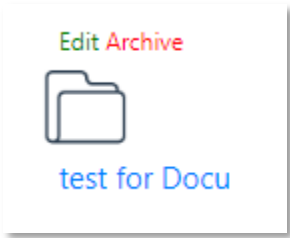
Add

cancel

- User click Add New Album
 - Put Event Name and Location
 - Click Add button to Add New Album
 - Click Cancel button to Close.

Search

- User will Search through this bar
 - Put the name of Album to search
 - Click Search Icon
 - Result will appear



- User will click Edit button to Edit Album
- User will click Archive button to Archive Album

Edit Album

Album information

Album Title

test for Docu

Location

Test

Save Changes

Close

1. After click Edit button user can Change details of Album
2. Save Changes to Update Album details
3. Close to cancel

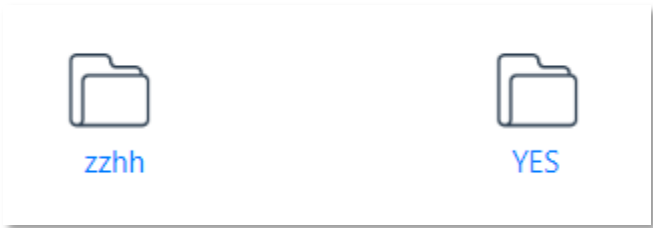
Warning!

Do you want Deactivate this Album?

Deactivate

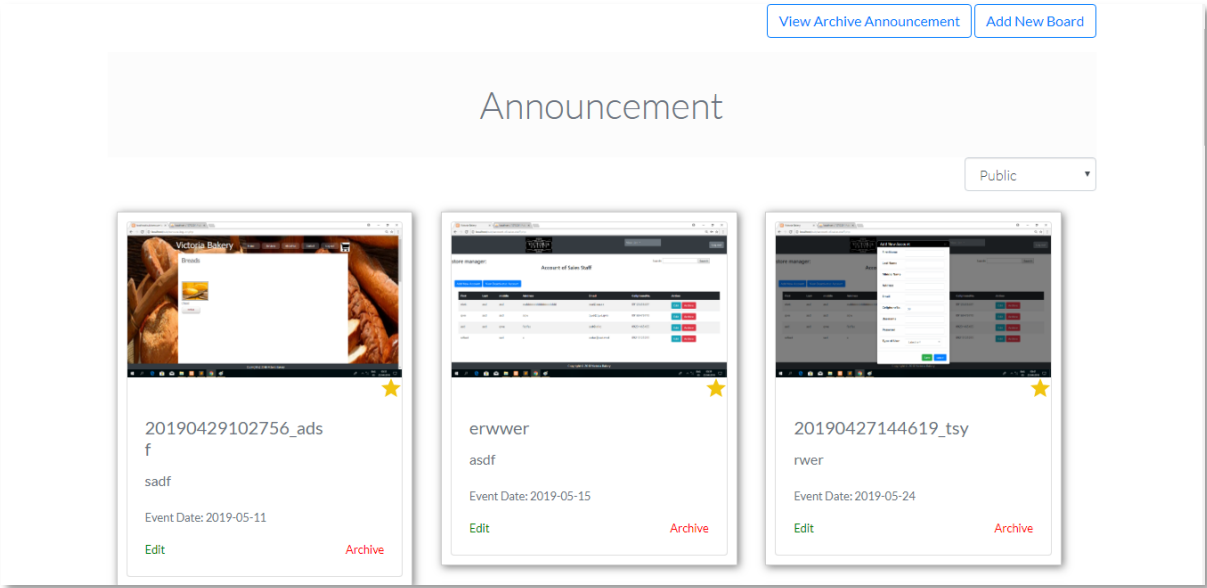
Close

1. After click Archive button user could deactivate album
2. Deactivate button to Delete album from the list
3. Close to cancel.

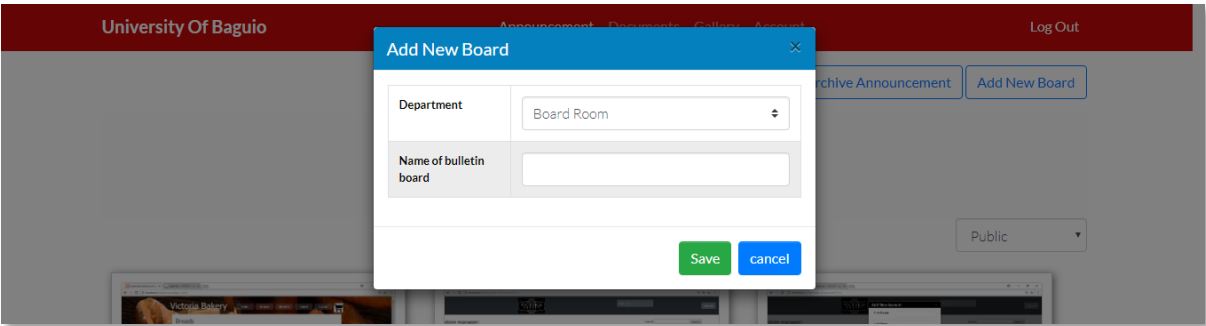


- Click Folder icon to check content of Album
1. User will click Folder Icon
2. Page will redirect to Picture/Video

7. Admin Announcement

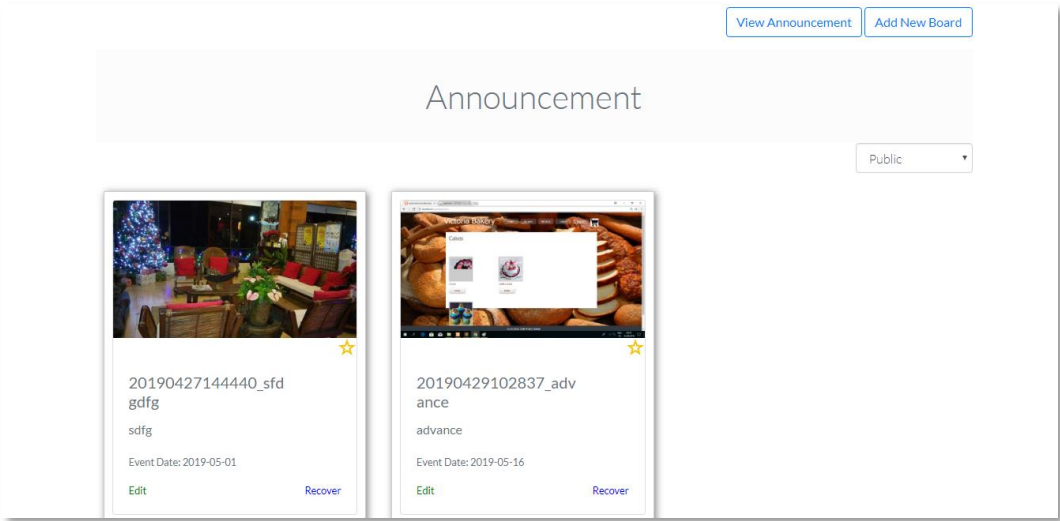


- User click Add New Board to Add New Board for each department.
- User click View Archive Announcement to redirect manage Archive Announcement.

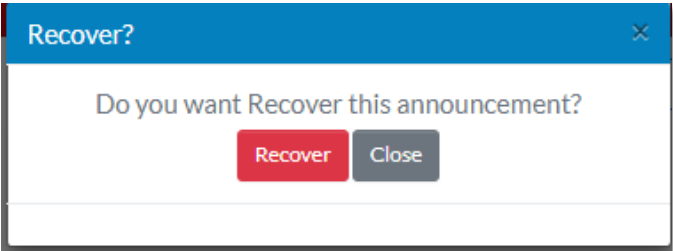


1. After user click add new board button user can add board to other department
2. User choose department
3. User put name for department board
4. Save to create new board for department
5. Cancel to cancel create.

8. Admin Archived Announcement

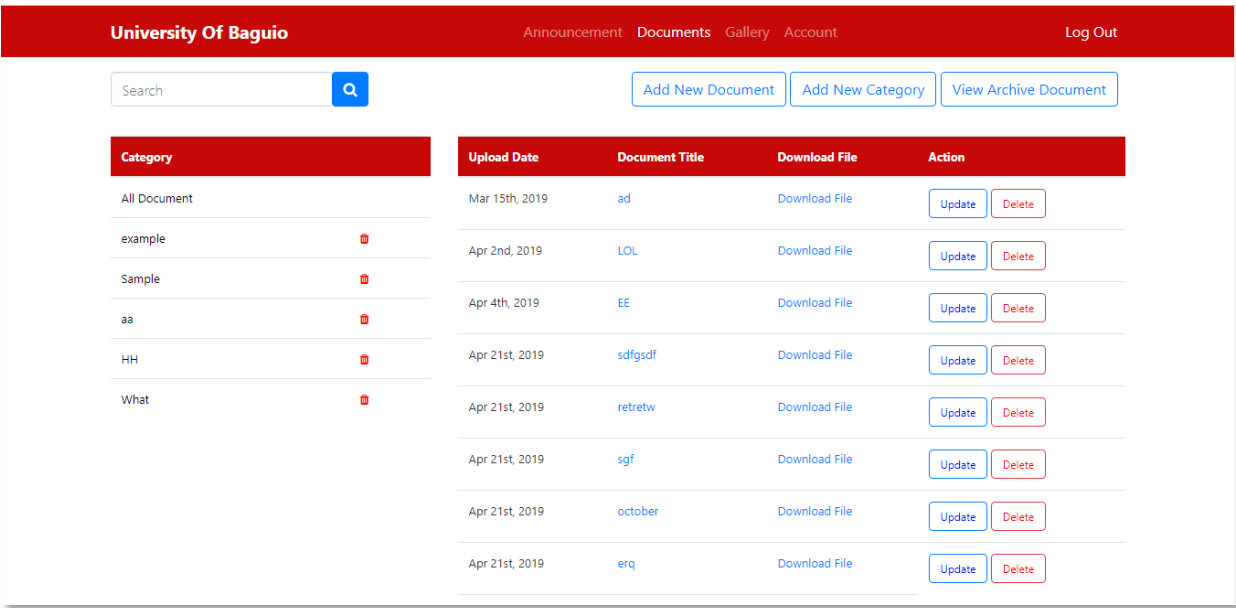


1. After user click View Archive Announcement
2. User can edit / recover Announcement



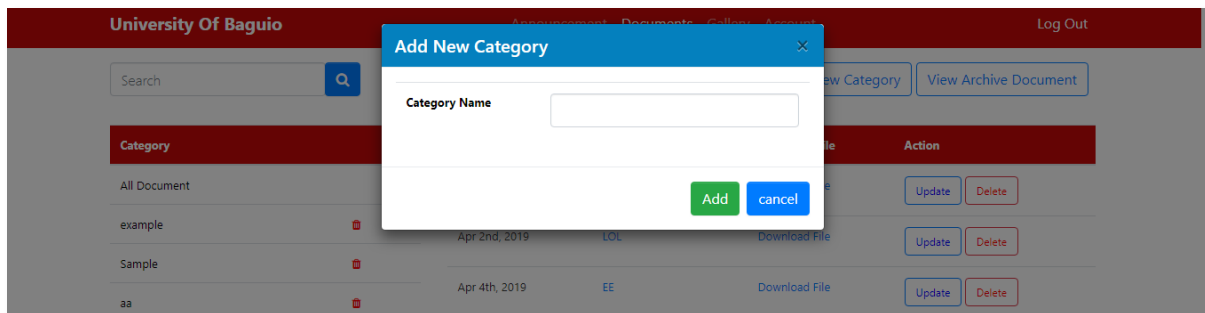
1. After click recover user can recover announcement
2. Announcement's date should not exit
3. If date is already behind announcement could not able to recover anymore.
4. Click recover to recover announcement
5. Close to cancel.

9. Admin Document

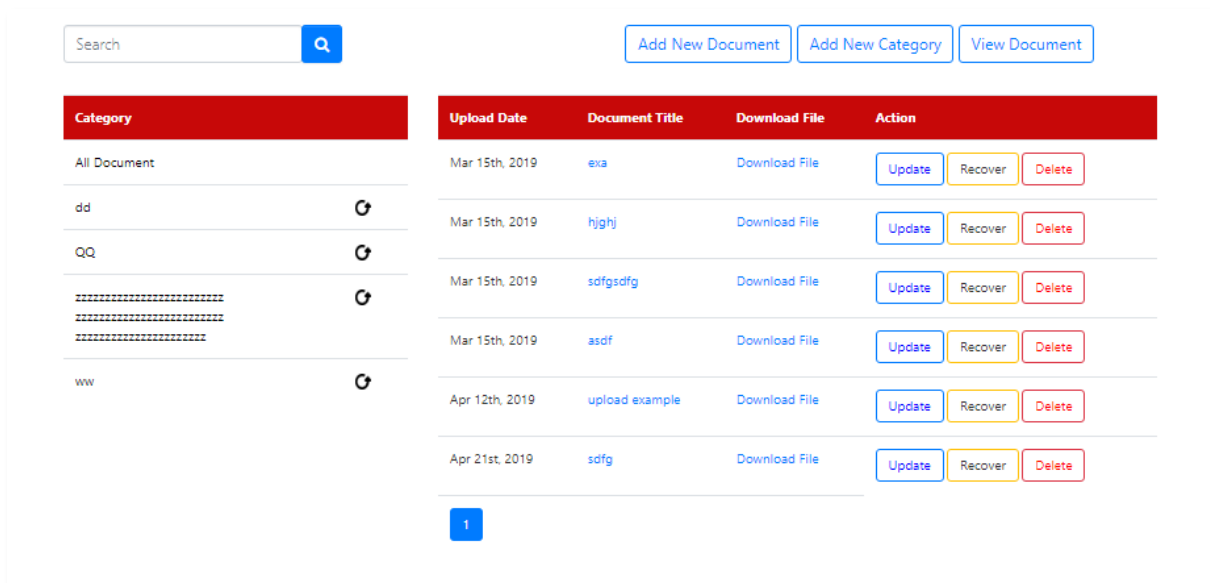


- User can manage Documents
- Clicking by category document will filtered
- User can update/delete by Update and Delete Button
- User will click document title to view details of document
- User will click download file to download file

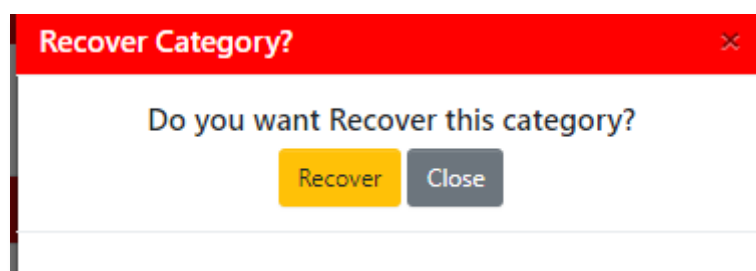
- User can delete category by Trash can icon
- User can create new category by clicking Add New Category
- User can create new document by clicking Add New Document
- User can View Archived document by clicking View Archive Document



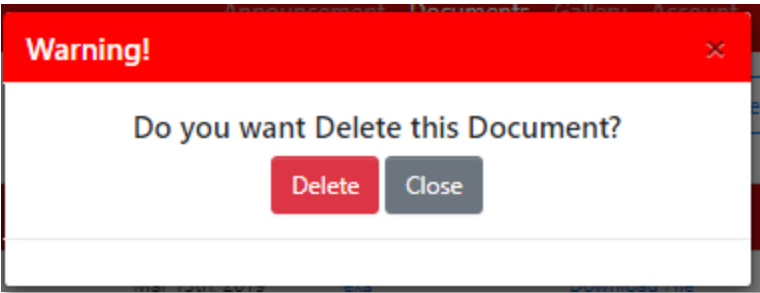
1. After user click Add New Category they can add new category
2. Fill up the category name
3. Click add button to add new category
4. Click cancel button to cancel



1. After user click View Archived Document
2. User can manage Archived Document
3. User click Recover button or Recovery icon to recover Category/document
4. User click delete button for Delete Document permanently

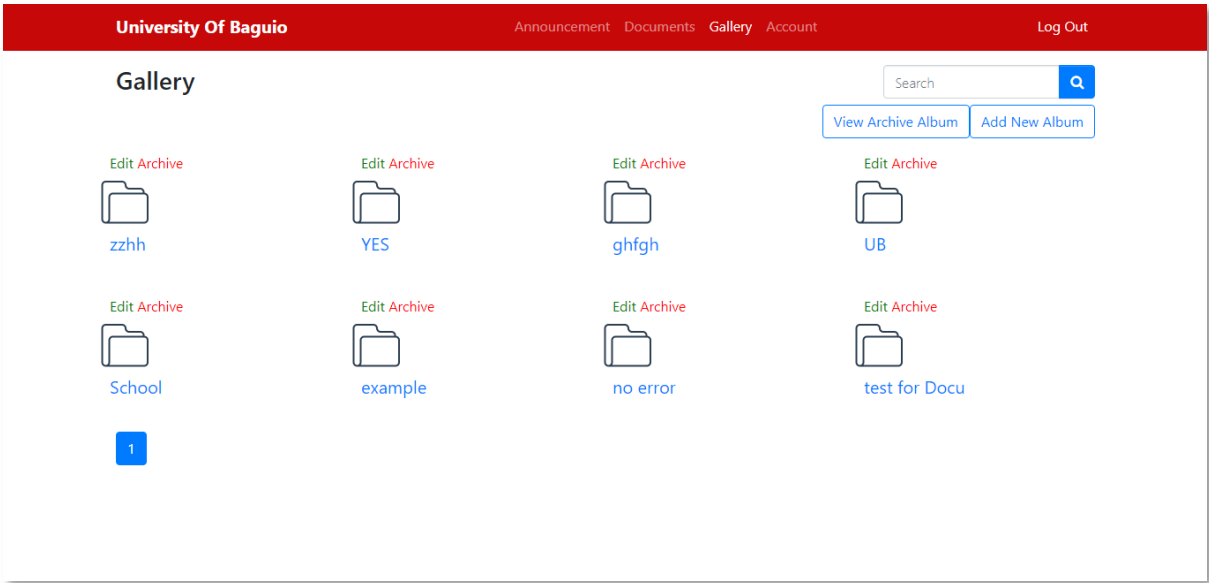


1. After click Recover Icon or Recover Button
2. User will click recover button to Recover Category / Document.



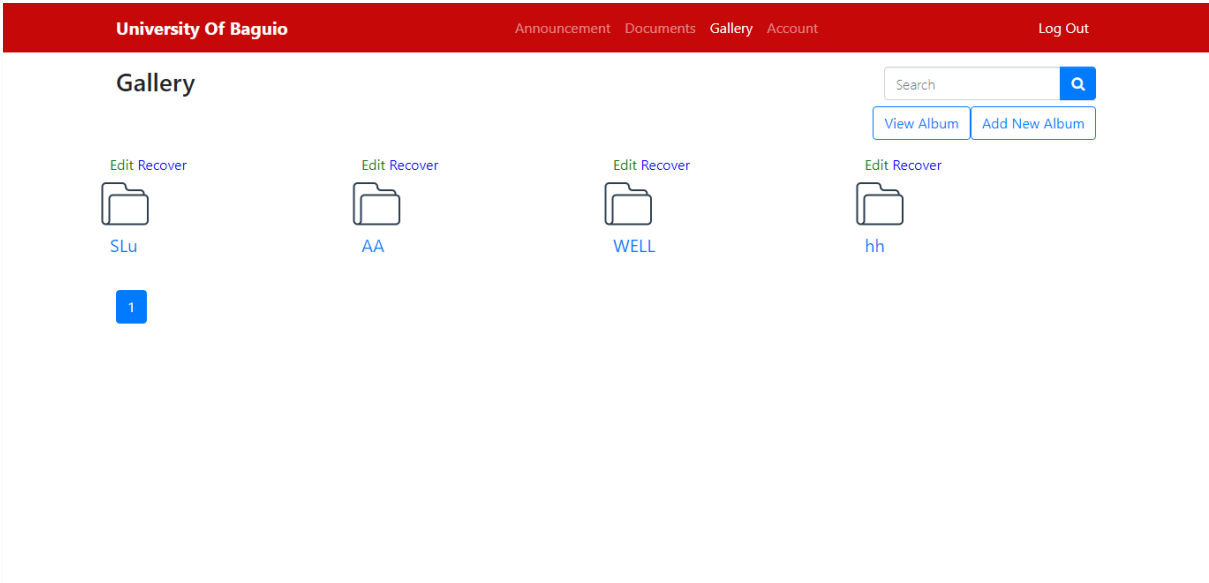
1. After click delete button
2. User can delete document permanently
3. Click delete to delete document
4. Close to cancel.

10. Admin Gallery

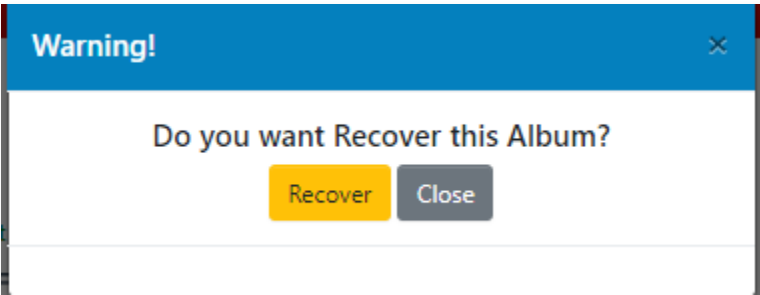


- Same function with Staff Gallery
- User click view archive album to manage archive album

11. Admin Archive Album

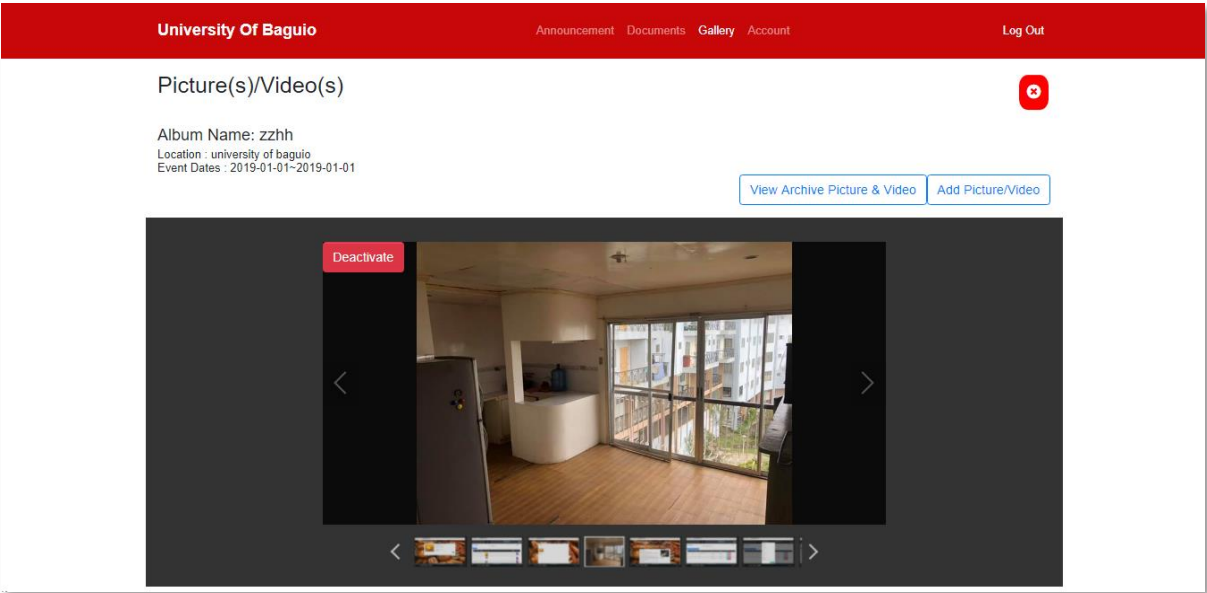


1. After click view archive album user can edit/recover album

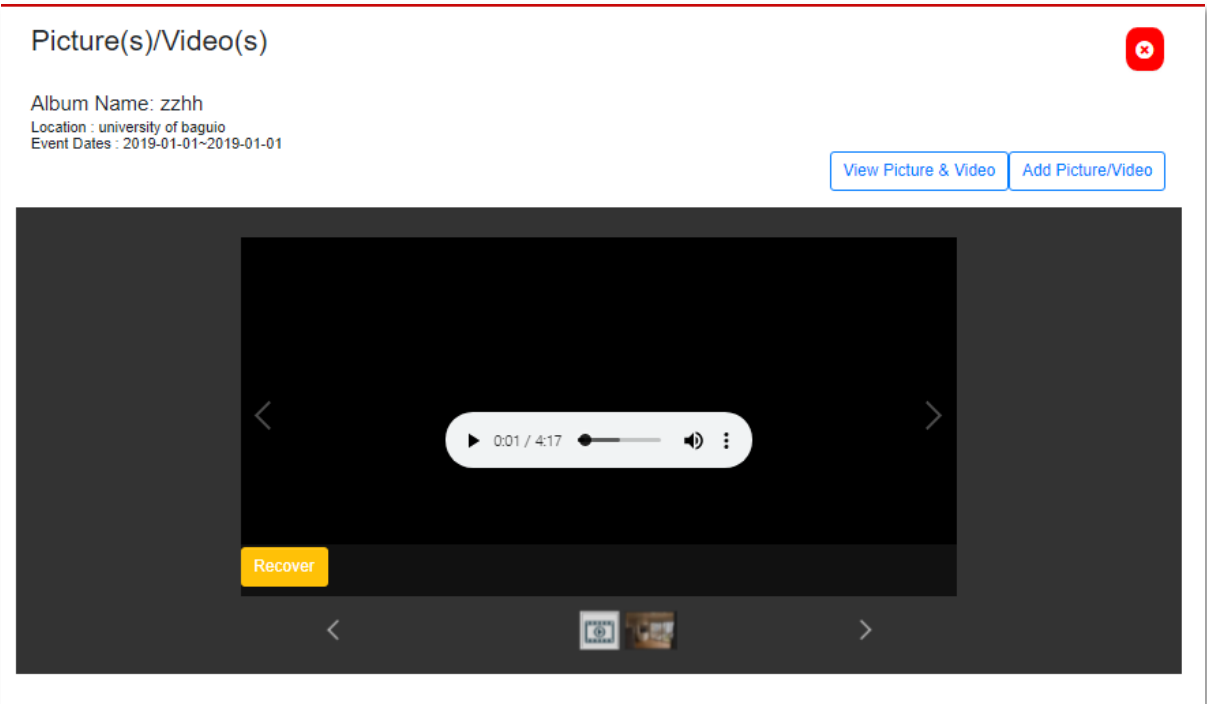


2. After click recover user can recover album
3. Click recover button to recover album
4. Click close button to cancel

12. Admin Picture Video



- Same function with Staff Picture/Video
- User can Manage archive Picture Video by clicking View Archive Picture & Video

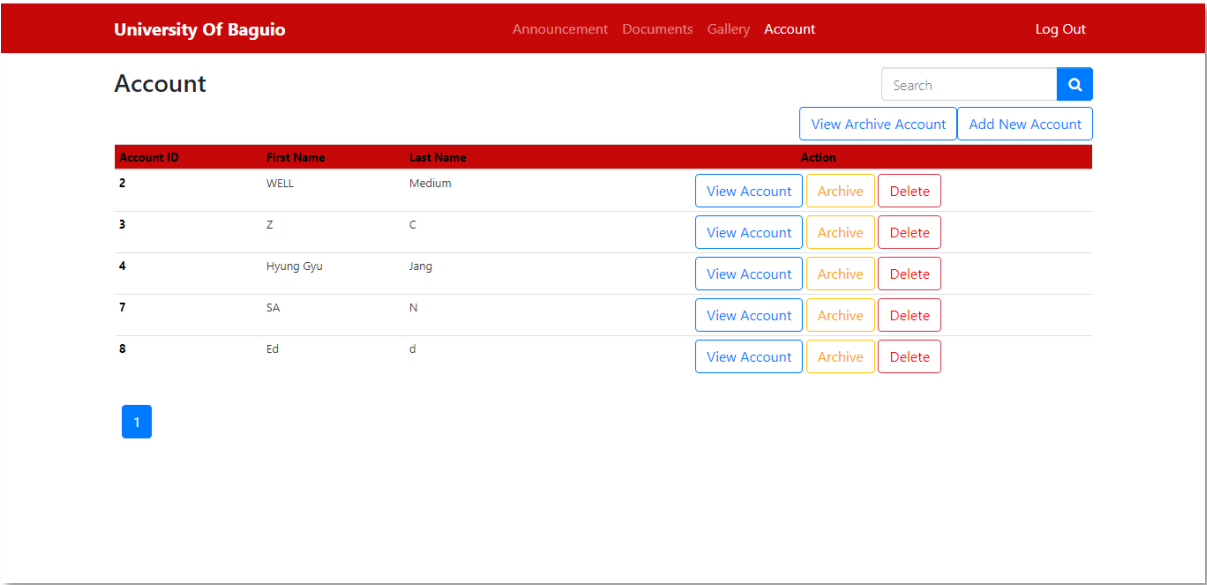


1. After clicking View Archive Picture video
2. User can recover picture/video by clicking Recover Button



3. After click recover button
4. Press okay to recover
5. Cancel to cancel

13. Admin Account



- User can Add New Account by clicking Add New account
- User can View Archive Account by clicking View Archive Account
- User can check details of account by clicking View account
- User can archive account by clicking Archive
- User can delete account permanently by clicking Delete button
- User can search Account by Search Bar

Admin Add Account

Add New Account

Department

Admin

Username

User123

Password

First name

Middle name

Last name

Email address

Email@gmail.com

Contact Number

09

Add

cancel

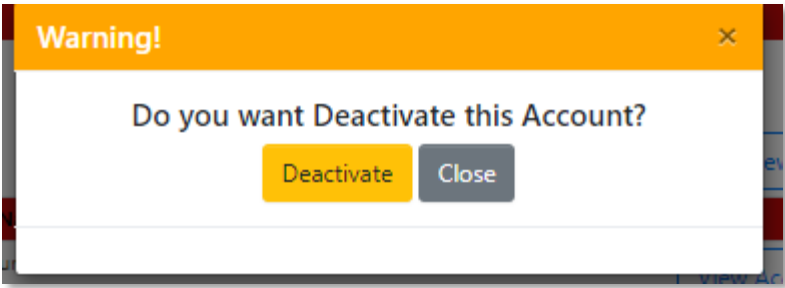
1. After click Add Account button
2. User will choose department by account owner
3. After fill up the form
4. Click add button to add new Account
5. Cancel button to cancel

Account Information

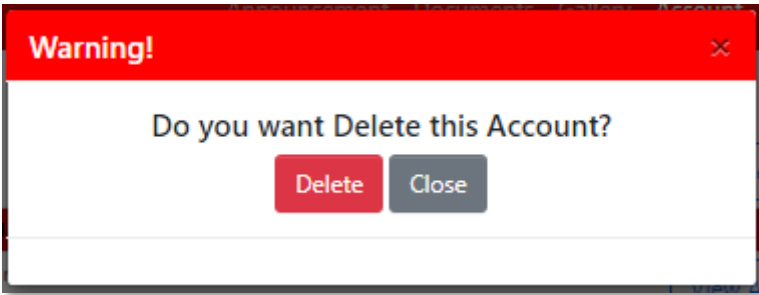
UserName	AA
Department	President
Email Address	gudrbwkd98@gmail.com
Mobile Number	09272787069

cancel

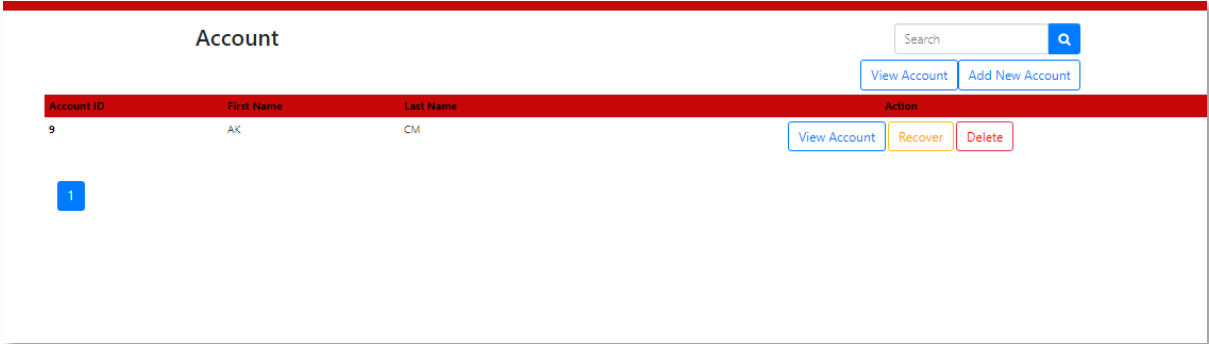
1. After click View account
2. User can check details of account such as department, email address mobile number.
3. Cancel to close modal



1. After user click Archive button
2. User can deactivate account to click Deactivate button
3. Close to cancel



1. After user click delete button
2. User can delete account permanently by clicking Delete button
3. Close to cancel



1. After user click View Archive Account user manage account which is archived
2. Click View Button Account to check details of account
3. Click recover button to recover account
4. Click delete button to delete account